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To: Mayor Michael D. Antonovich
Supervisor Hilda L. Solis
Supervisor Mark Ridley-Thomas
Supervisor Sheila Kuehl
Supervisor Don Knabe

From: Richard Sanchez
Chief Information Officer

PROTECTING SENSITIVE PERSONAL AND PUBLIC HEALTH INFORMATION – BOARD MEETING OF MAY 27, 2014, AGENDA ITEM NO. 12 – UPDATE NUMBER 3

This memorandum is a status update in response to the May 27, 2014 Board Motion by Supervisor Ridley-Thomas and specific to the directive, wherein your Board directed the Chief Information Officer (CIO), in coordination with the CIO Council and the Information Security Steering Committee (ISSC) to:

“Prepare a Technology Directive and implement a plan to encrypt County workstation hard drives to protect Personally Identifiable Information (PII) and Protected Health Information (PHI) data. The CIO shall provide a written progress update to the Board of Supervisors every 120 days until implementation is completed.”

BACKGROUND

In the performance of duties to provide good or services, departmental staff may file and store PII and PHI data on computer workstations. While security of this information has been a priority with County departments, there was no requirement for data encryption within workstations unless physical security posed a risk of theft, burglary, or other malicious acts.

Escalation of cyber security breaches and thefts of Information Technology (IT) equipment containing PII and PHI data requires increased protection of workstation devices by County departments and its contractors.

ENCRYPTION PROGRESS AND TECHNOLOGY DIRECTIVE

All departments have encryption software and are well into the encryption of their workstations. As of this status report 13 departments have completed full workstation encryption and another seven are more than 90 percent towards completion. The majority of the remaining departments are more than 50 percent completed with only three departments reporting at being at less than 10 percent completed.

My office is closely monitoring progress of all departments, and based on current progress, most all departments will complete the workstation encryption project by the end of June 2015, with possibly three carrying over to July to complete.

Departments' encryption implementation efforts are consistent with the Technology Directive titled "County Workstation Encryption" (TD 14-04), which defines the technical encryption requirements to be used on all County workstations; regardless of whether PII or PHI is stored. This approach ensures data encryption at the workstations mitigating the risk of any data breach.

NEXT STEPS

On a weekly basis, my Office will receive progress reports on workstation encryption prepared by the Departmental Chief Information Officers and their Departmental Information Security Officers. This progress is reported to your respective office on a monthly basis.

TD 14-04 has been vetted with the CIO Council members, and will be shared at an upcoming Operations Cluster meeting, as defined in the Technology Management Framework process prior to issuance.

Our final progress report will be provided upon completion by all departments. If you have any questions or need further information, please contact me or Robert Pittman, CISO, at 213-253-5631 or rpittman@cio.lacounty.gov.

RS:RP:pa

c: Executive Office, Board of Supervisors
 Chief Executive Office
 County Counsel